

**Treasury Documentation****Subject:** Emergency Evacuations or Office Closings (Field Offices), Report**For:** EMPLOYEE HANDBOOK  
HEALTH AND SAFETY HANDBOOK**Also See:** ET-03136**Identification** PT-03121  
Procedure  
**Effective Date** 1-1-2007  
**Replaces** PT-03121 (9-1-2006)

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Field Office  
Employee

1. Becomes aware of building safety problem of an emergency nature.

**WHEN: Immediately**

2. Notifies Field Health and Safety Agent or Back-up.

**WHEN: Immediately**Field Health and  
Safety Agent  
or Back-up

3. Notifies Building Manager to evaluate safety emergency and determine if building should be evacuated temporarily.

**WHEN: Immediately**

4. Calls Treasury's Health and Safety Agent in Lansing at (517) 241-3824 to advise of emergency situation.

- A. Requests management approval for closing office if deemed necessary.

**WHEN: Immediately**Treasury's Health  
and Safety Agent

5. Notifies:

- A. Chief Deputy Treasurer
  - B. Director, Administrative Services Bureau
  - C. Administrator, Human Resources Division
  - D. Administrator(s) of affected division(s).

Authorized  
Officials

6. Determines (collectively) whether to evacuate or close building and appropriate procedure to follow.

**Note:** Authorized officials include the following, based on type of action being decided on:

Authorized  
Officials (cont.)

**Authorized Officials**

**Action**

Civil Defense authorities,  
State Police and DMB  
Property Management  
Division

To temporarily evacuate State-owned building

Civil Defense authorities,  
State Police, Lease-holder's  
Building Manager and  
Administrative Services  
Bureau Director

To temporarily evacuate privately-owned  
building

DMB Property Management  
Division and Administrative  
Services Bureau Director

To close State-owned building and send  
employees home

Lease-holder's Building  
Manager and Administrative  
Services Bureau Director

To close privately-owned building and send  
employees home

**Note:** DMB = Department of Management and Budget.

Director,  
Administrative  
Services Bureau

7. Notifies the following of decision made and action to be taken:

- A. Treasury's Health and Safety Agent
- B. Administrator, Human Resources Division
- C. Administrator(s) of affected division(s).

Treasury's Health  
and Safety Agent

8. Calls Building Manager and/or Field Health and Safety Agent or Back-up in affected office and notifies of decision.

**WHEN: Immediately**

Field Health and  
Safety Agent  
or Back-up

9. If decision is made to evacuate or close the building, assists the Building Manager to complete the operation as soon as possible.

**Note:** If the emergency involves a building closure, staff may call (517) 241-1800 to receive a recorded message regarding updates on building reopening.

**WHEN: As Often as Deemed Necessary**

10. Calls Treasury's Health and Safety Agent to report on emergency proceedings and/or actions taken.

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Treasury's Health  
and Safety Agent

**WHEN: As Soon as Information Is Received**

11. Reports on progress of emergency situation to persons named in step 5 until situation is resolved.

**End**